

# **Schedule 150-3-1-2**

## **HEALTH AND HUMAN SERVICES SYSTEM**

### **SUPPORT SERVICES DIVISION**

May 15, 2007

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**150-3-1-2**

AGENCY, BOARD OR COMMISSION

**Health and Human Services System**

DIVISION, BUREAU OR OTHER UNIT

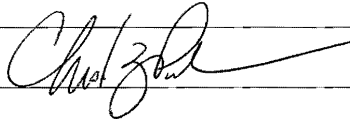
**Support Services Division**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE



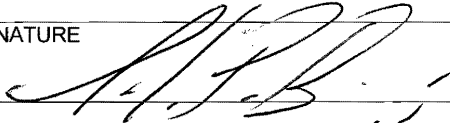
DATE

5/4/07

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVES

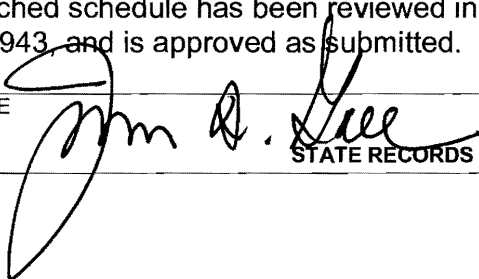
DATE

May 14, 2007

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

5/15/07

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your to your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 150-3-1-2 – HEALTH AND HUMAN SERVICES SYSTEM Support Services Division**

### **150-3-1-2-1                      FORMS MANAGEMENT**

#### **150-3-1-2-1-1              ASD-15 FORM**

This document is used by the center staff to keep track of documents that have been completed.  
**Dispose of after 6 months or when no longer of reference value.**

#### **150-3-1-2-1-2              ARTWORK FILES**

Artwork for HHSS, including but not limited to brochures, letterhead, envelopes, posters, logos, business cards etc. and paperwork, including printing requisitions etc. pertaining to the artwork. (Brochures are sent to the Library Commission)

**ORIGINAL ARTWORK: Dispose of after no longer of reference value, subject to review by the State Archives before disposal.**

**ALL OTHER DOCUMENTS: Dispose of after no longer of reference value.**

#### **150-3-1-2-1-3              COMPUTER LISTING**

List of each job in which an artwork file is retained.

**Dispose of after 6 months, or until initiator advises it is no longer needed.**

#### **150-3-1-2-1-4              CLIPART FILE**

Graphics which assist in creating Artwork.

**Dispose of after 6 months, until superseded, or until no longer of administrative value.**

### **150-3-1-2-2                      RECORDS MANAGEMENT/SERVICE CONTRACTS**

#### **150-3-1-2-2-1              RECORDS DISPOSITION REPORTS**

Copies of records destroyed, shredded or disposed of generally.

**Dispose of after 1 year.**

#### **150-3-1-2-2-2              RECORDS MANAGEMENT MATERIALS**

Includes information from seminars, continuing education, brochures used to teach, legislative materials, Secretary of States rules, notes on progress made by various units or divisions, etc.

**Dispose of after 1 year.**

#### **150-3-1-2-2-3              INSTRUCTION PACKETS**

Includes instructions for updating retention schedules for HHSS. Materials may include references to State agencies (i.e. audit, archives, records center, shredders etc.), analysis of determining appropriate retention periods and information on whether a document is a record for retention schedule purposes.

**ORIGINAL RECORD: Transfer to Client unit or divisions; dispose of after superseded.**

#### **150-3-1-2-2-4              SECURITY MICROFILM TRANSFER FORMS**

Forms originating from Archives, showing the acceptance of security microfilm from HHSS.

**Retain permanently.**

#### **150-3-1-2-2-5            CONTRACTS AND AGREEMENTS**

Original HHSS service contracts and agreements, loaded in the Nebraska Information System (NIS). Documents may include amendments, RFP, supporting documents and various forms of documentation/communication.

**ORIGINAL RECORD: Dispose of 5 years after completion, fulfillment, or voiding of contract, subject to review by the State Archivist before disposal and provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: DAS-Nebraska Information System.**

#### **150-3-1-2-3                            FOOD STAMP ISSUANCE**

##### **150-3-1-2-3-1            ADVICE OF TRANSFER FOR FOOD COUPONS (FNS-300)**

When clients transfer from one office to another, notice is sent to that office so that food stamps will continue as needed. HHSS no longer issues paper food stamps.

**Dispose of after 1 year.**

##### **150-3-1-2-3-2            FOOD COUPON ACCOUNTABILITY REPORT (FNS-250)**

Monthly report to HHSS showing the food stamp coupon inventory, issuances, and collections on those issuances.

**ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup as required; dispose of after sending the data to Denver.**

**SECURITY WORK COPY: Dispose of after superseded.**

##### **150-3-1-2-3-3            MONTHLY REPORT OF PARTICIPATION AND COUPON ISSUANCE (FNS-256)**

Monthly report to HHSS giving total number of households and the people participating, value of the coupons issued and the collections from these issuances.

**ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup as required; used only to calculate amounts, dispose of after 3 months.**

**SECURITY WORK COPY: Dispose of after superseded.**

#### **150-3-1-2-4                            TELECOMMUNICATIONS**

##### **150-3-1-2-4-1            CELL PHONE ORDERS**

This document is used to request phone orders.

**Dispose of after 1 year or when no longer of reference value, whichever is later.**

#### **150-3-1-2-5                            ADMINISTRATIVE**

##### **150-3-1-2-5-1            BUDGET REPORT**

This is a fiscal year budget report for Support Services showing the orders and expenditures plus the date ordered.

**Dispose of after 2 years.**

**150-3-1-2-6**

**MATERIAL MANAGEMENT**

**150-3-1-2-6-1      VEHICLE AT HOME FORM**

This form entails a report from administrators to whom authority is delegated to give the Agency Director approval to take a state-owned vehicle home overnight by Executive Order of the Governor 99-01. The details reported are the date, employee's home address, reason for approval and approval signature in advance. The report covers a one month time period.

**Dispose of after 2 years, provided audit has been completed.<sup>1</sup>**

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**NOTE**

*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*



## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size .....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size .....	12 cubic feet
Records center carton .....	1 cubic foot
About a pickup load.....	50 cubic feet